



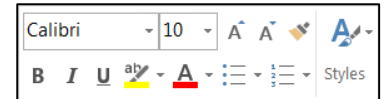
# Outlook 2013 for Windows General and Advanced Options



## General Options

Click **File Tab | Options | General**.

- Click the **checkbox** to select **Show Mini Toolbar on selection** to display the mini formatting toolbar when selecting text (shown right). The toolbar helps to quickly work with fonts, alignment, text color, indenting and bullets.
- Click the **checkbox** to select **Enable Live Preview** to see a preview of how formatting options, such as font changes and Quick Styles, will look before you commit to them.
- Click to select the **ScreenTip style** as **Show feature descriptions in ScreenTips**, **Don't show feature descriptions in ScreenTips**, or **Don't show ScreenTips**.
- Enter the Outlook **User name** and **Initials**.
- Click the **Color Scheme drop-down arrow** to select the desired color as **White**, **Light Gray** or **Dark Gray**.



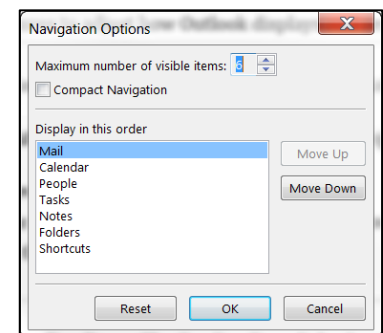
*Do not change the Start up options. Ensure Outlook is the default program for E-mail, Contacts and Calendar.*

## Advanced Options

Advanced options include features to adjust how Outlook displays and responds.

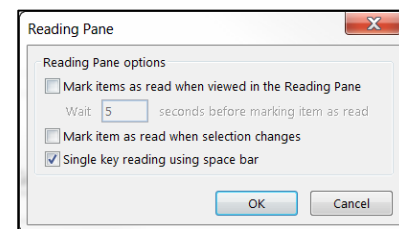
### Navigation Pane Options

- In **Outlook panes**, click **Navigation**. The *Navigation Options* dialog box displays (shown right).
  - Enter a value for the **Maximum number of visible items** in the field provided. This displays the folder names as text at the bottom of the Outlook Window.
  - Click to select **Compact View** if desired. This will display the folders as icons.
  - Click **Move Up** and **Move Down** to change the order of the icons.
  - Click **Reset** to return to the default settings.
- Click **OK**.



### Reading Pane Options

1. In **Outlook panes**, click **Reading Pane**. The *Reading Pane* dialog box displays (shown right).
  - Select the checkbox for **Mark items as read when viewed in the Reading Pane** if desired.
  - Enter a value in the **Wait [ ] seconds before marking item as read**.
  - Select the checkbox for **Mark item as read when selection changes** if desired.
  - Select the checkbox for **Single key reading using space bar** if desired.
2. Click **OK**.



### Additional Advanced Options

- **Outlook start and exit:** click to select the checkbox for **Empty Deleted Item folder when exiting Outlook** if desired.
- **AutoArchive:** click **AutoArchive Settings** to set up and enable AutoArchiving which is used to reduce the size of your mailbox. (AutoArchive is discussed in detail in the Outlook 2013 Data Management QRG 10 – Outside the Mailbox.)
- **Reminders:** click to select the checkbox for **Show reminders** and click **Browse** to select the sound to play if **Play reminder sound** is enabled.
- **Export:** click **Export** to import into or export out of Outlook. The *Import and Export Wizard* begins. Import and Export are described in detail in the Outlook 2013 Data Management QRG 10 – Outside the Mailbox.
- **RSS Feeds:** click to select the checkbox to enable/disable the option **Any RSS Feed item that is updated appears as new** or **Synchronize RSS Feeds to the Common Feed List (CFL) in Windows**.
- **Send and receive:** ensure the checkbox is selected for **Send immediately when connected**. Click **Send/Receive** to adjust the settings.
- **International options:** users can adjust how Outlook handles international e-mails.
- **Other options,** users can edit settings to:
  - **Set Quick Click category** by clicking **Quick Click** and selecting the category to use.
  - Click to select the checkbox for **Prompt for confirmation before permanently deleting items**.
  - Click to select the checkbox for **Troubleshooting logging** (requires restarting Outlook).
  - Click to select the checkbox for **Use animations when expanding conversations and groups**.